<Name of Project>

Quality Assurance Plan

Document Revision History

Version Number	Date	Description

Introduction

Purpose
Describe the purpose of the QA plan and its relationship to the project plan

Scope
Provide a general description of the areas to be addressed by the QA plan.

Background
Provide a brief, general description of the project to provide context for the QA plan.

Quality Checkpoints
Describe in detail the QA processes to be used and when they will be used. For each of the cited checkpoints, provide a high level overview of who will be involved, criteria to be used in evaluation and who will review/approve the results.

References
Cite any reference material used in developing the plan such as methodologies, tools or best practice material.

Staffing

Roles and Responsibilities
Identify the overall responsibilities of the quality assurance team and the project team as well as their individual responsibilities at the various quality checkpoints.

Required Skills
Identify the knowledge, skills and experience necessary to perform QA activities.

Reviews

Methodologies and Standards
Identify the methodologies to be used and standards to be applied to the project and product QA.

Quality Assessments & Reviews

Describe the review processes that will be used to verify quality of project work processes and project work products. Include details on assessments or reviews, when they will be conducted, who will conduct them, scope of review, success criteria, QA reporting formats and review processes.

Quality Assurance Milestones

Identify the QA deliverables and the timelines associated with those deliverables. For each checkpoint, include information such as checkpoint name, lead QA resource, QA deliverable, and planned start and end dates.)

Resource Estimates

Include an estimate of the resources required to perform QA activities, such as number of staff and hours of effort.

Contractor Controls

If using contracted QA resources, include a section that describes the controls and processes in place for monitoring contractors work product and deliverables against agreed to timelines and levels of quality.

Corrective Action

Process

Provide a high level description of planned procedures to track and resolve problems or issues identified in project processes detected in QA reviews.

Product

Provide a high level description of planned procedures to track and resolve problems or defects identified in project products detected in QA reviews.

Preventive Measures

Describe any processes or measures put in place to prevent detection of additional errors or problems in QA activities. Reviewing lessons learned from prior projects may provide a valuable starting point.